



Registrar's Office  
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## PETITION FOR SUBSTITUTION – UG and GR

_____ Last Name	_____ First Name	_____ Student ID #
_____ Program (E.g. BFA, BA, MFA, MA)	_____ Major (BFA only)	_____ Minor (UG) or Emphasis (GR)

**Policy:**

This petition represents a *change* to the curriculum that has been designed for your degree. The change is unique to the individual student submitting the petition and must be considered and approved for that area of the curriculum by the Department Chair for undergraduates and/or by the Director of Graduate Programs for graduates.

**Procedure:**

1. Print out a copy of your Program Evaluation through WebAdvisor
2. Meet with the appropriate Department Chair of the course requirement (for UG's) or the Director of Graduate Programs (for GR's) to obtain approving signature.
3. Submit this form to the Registrar's Office

Specific subject requirements may be met by substituting other classes for the requirement; the other class may be derived from transfer courses as well as courses taken at SFAI. The determination of equivalency is at the discretion of the Director of the Program responsible for the requirement.

Meeting a requirement by substitution does not change the total semester units required for the degree or certificate.

**Substitution Information:**

Program Requirement: \_\_\_\_\_

Course Substitute:

_____ Course Code	_____ Title
_____ Print Instructor Name	_____ Term

**Signature approval:**

\_\_\_\_\_  
Department Chair Signature for UG/Dir. of Graduate Program for GR

\_\_\_\_\_  
Date

Registrar's Office Use Only

Received: \_\_\_\_\_ Degree Audit Updated: \_\_\_\_\_